



DEPARTMENT OF THE NAVY

COMMANDER  
UNITED STATES PACIFIC FLEET  
250 MAKALAPA DRIVE  
PEARL HARBOR, HAWAII 96860-3131

Canc: Jun 09 IN REPLY REFER TO:

COMPACFLTNOTE 1700

N008

9 Oct 08

COMPACFLT NOTICE 1700

Subj: 2009 U.S. PACIFIC FLEET SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) CPF Direct Reporters  
(2) Format Requirements for SOY Packages

1. Purpose. To solicit nominations for the 2009 Pacific Fleet Sailor of the Year (SOY) Program implemented by reference (a).

2. Background. The SOY program provides an excellent opportunity to recognize our top performers throughout the Pacific. All commands are strongly encouraged to submit candidate packages for consideration in accordance with eligibility requirements outlined in reference (a). Commands may announce their own SOY selections after each level is completed, however, pursuant to reference (a), no personal awards should be awarded to a nominee until that nominee is no longer being considered for selection at a higher level.

3. Discussion. The SOY program is separated into two individual Sea/Shore categories based upon the type duty nominees served in during the competitive year.

a. Sea SOY (Types 2, 3, and 4 and 6 to include those serving on sea duty with special warfare commands).

b. Shore SOY (Types 1 and 6).

4. Action

a. Nomination procedures:

(1) Nominations from commands reporting directly to COMPACFLT, as listed in enclosure (1), must be received not later than 20 March 2009 and may include SOY candidates from subordinate commands that fall within the reporting activity's direct chain of command.

(2) Nominations received after the due date or not in compliance with the format specifications prescribed by reference (a) will not be considered.

(3) Nomination packages will be submitted in hardcopy format and accompanied with CD (MS Word version 95 and higher) as backup. Additionally, package photos will be submitted via email per the format outlined in reference (a). Nominating commands will ensure the digital images of each nominee are of high quality. Nominations will be sent to:

Commander, U.S. Pacific Fleet  
Fleet Master Chief (N008)  
250 Makalapa Drive  
Pearl Harbor, HI 96860-3131

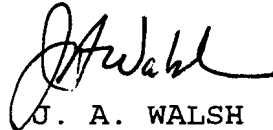
(4) For the purpose of conducting interviews with the nominees prior to final selection, the finalists from the sea and shore categories will travel to Hawaii from 20-24 April 2009 with travel funding provided by the nominating command. Spouses are requested to accompany the nominees with travel funding provided by COMPACFLT (airfare only).

b. Selection:

(1) Sea SOY: Following selection, COMPACFLT Sea SOY will return to his/her originating command and complete their assigned tour of duty. Upon completion of current tour, member will be offered a choice of coast assignment or geographical location/type duty as a follow-on assignment, provided that an authorized billet exists. Sea SOY will travel to Washington D.C. at a date to be determined by the Master Chief Petty Officer of the Navy to be meritoriously promoted to the next higher pay grade by the Chief of Naval Operations.

(2) Shore SOY: Following selection, COMPACFLT Shore SOY will travel to Washington D.C. to compete for the Chief of Naval Operations Shore SOY at a date to be determined.

4. Coordination. The COMPACFLT point of contact is  
YN1(SW) LaZandra Wolf, DSN: 315-471-9815, commercial:  
(808) 471-9815, fax: (808) 474-6930, or email:  
lazandra.wolf@navy.mil.



J. A. WALSH  
Deputy and Chief of Staff

Distribution:  
Electronic only via CPF web site  
<http://www.cpf.navy.mil>

**CPF DIRECTION REPORTERS**

Commands listed below (with Unit Identification Codes) are recognized as directed reporters to COMPACFLT and may submit inputs for the 2009 SOY competition.

TYPE COMMANDERS

53824	COMNAVSURFPAC
57025	COMNAVAIRPAC
57020	COMSUBPAC
67025	MARFORPAC

OPERATIONAL NUMBERED FLEET COMMANDERS

57024	COMSEVENTHFLT
57087	COMTHIRDFLT

MISC

65918	SOUTHWEST REGIONAL MAINTENANCE CENTER
43020	COMASWFORPAC
55341	COMLOGWESTPAC
57046	COM THREE ZERO NCR
68297	CO NMC EAST ASIA DIV PEARL HARBOR HI
00074	COMNAVSPECWARCOM (Sea category only)
00070	COMPACFLT
62758	SRF-JRMC YOKOSUKA

COMPACFLTNOTE 1700  
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**FORMAT REQUIREMENTS FOR SOY PACKAGES**

From: (Nominating/Endorsing Commanding Officer)  
To: Commander, U.S. Pacific Fleet

Subj: COMMANDER U.S. PACIFIC FLEET, 20XX SAILOR OF THE YEAR  
(SOY) PROGRAM NOMINEE

Ref: (a) COMPACFLTNOTE 1700

- Encl:
- (1) Copy of last 3 years of regular performance evaluations (most recent first)
  - (2) Awards received during the applicable calendar year (Personal Awards, LOCs, LOAs and/or certificates supporting Community Involvement in chronological order by precedence)
  - (3) SMART Transcript, Summary, and Academic Courses
  - (4) SOY Nominee biography (narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards, medals, and immediate family members (spouse's full name including maiden name and hometown), etc. Limit to one typed, single-spaced page)
  - (5) Signed Personal Award Recommendation for Navy and Marine Corps Commendation Medal (OPNAV 1650/3 signed forwarded, including Summary of Action and completed unsigned citation)
  - (6) Two mounted 5x7 color glossy photographs, plain background, Service Dress Blue uniform, uncovered, (one full-length head-on/front and full-length profile view)

1. Per reference (a), \_\_\_\_\_ is nominated for Commander, U.S. Pacific Fleet, as 20XX Sailor of the Year.

2. Full name, address, and complete telephone number of member nominated

a. Name: (Last, First, MI)

b. Rate/Rank: SSN:

c. Present Duty Station:

Enclosure (2)

Subj: COMMANDER U.S. PACIFIC FLEET, 20XX SAILOR OF THE YEAR  
(SOY) PROGRAM NOMINEE

- d. Address: (Work) (Home)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work) (Home)
- g. E-mail: (Work) (Home)

3. The following additional information is provided:

- a. Date of Birth: (YYMMDD):
- b. Active Duty Service Date (ADSD):
- c. Advancement History (give dates):

(1) E-4:

(2) E-5:

(3) E-6:

d. Currently selected for advancement (if **yes**, date to be advanced YYMMDD).

e. Immediate family members (list name(s), age(s) and dates of birth (except for spouse) in YYMMDD format).

f. If previously selected as Sailor of the Month/Quarter or Year, provide date(s) and command(s).

g. Brief synopsis of significant professional achievements justifying selection.

h. Personal awards with inclusive date(s).

i. Off-duty/community involvement.

j. List educational background.

Subj: COMMANDER U.S. PACIFIC FLEET, 20XX SAILOR OF THE YEAR  
(SOY) PROGRAM NOMINEE

(1) Years of formal civilian schooling completed;  
include degree if attained.

(2) Navy A, B, and/or C schools completed, with  
inclusive date(s).

(3) Other self-study educational achievements attained  
while on active duty, including correspondence courses, United  
States Armed Forces Institute (USAFI) course, Defense Activity  
for Non-Traditional Education Support (DANTES), College Level  
Examination Program (CLEP), PACE I and/or II and training  
courses required for advancement.

4. Command points of contact: (Commanding Officer and CMC).

- a. Name: (Last, First, MI)
- b. Rate/Rank:
- c. Present Duty Station:
- d. Address: (Work)
- e. Telephone: (Work) (Home/Cell)
- f. Facsimile: (Work)
- g. E-mail: (Work)

5. Commanding Officer remarks.

(Signature)  
("By direction not authorized")